

# **FAMILY LAW TRIAL CHECKLIST**

## **From the Courtroom of Judge Kimberley Prochnau**

**Please refer to the court rules, your case schedule, and any pre-trial orders for a complete list of deadlines for submitting trial materials to the opposing party and the court.**

### **Trial Dates**

Although your case schedule specifies the date for trial, the court manages a heavy caseload and you may be assigned to either another courtroom or to start trial on another date (generally the same week set for trial). The assignment will generally take place on Thursday prior to the week of trial and the court staff will contact you on Friday to notify you of any changes in trial dates or courtroom assignment. You must make yourself available for the entire week of trial and must keep the court informed of a current phone number and/or email address. Trials are conducted Monday through Thursday from 9 a.m. to 4:30 p.m. You should be in the courtroom no later than 8:30 a.m. to set up for trial.

### **Exhibits to Bring to Trial – 4 Copies Each of the Following Items**

- a.) 2 years of tax returns
- b.) 6 months of pay stubs
- c.) Daycare expenses
- d.) Medical expenses
- e.) Financial Declaration
- f.) Proposed Parenting Plan
- h.) Family Court Services or other parenting plan evaluation
- i) List of property and debts and how you want to see them divided (if list is extensive please provide spreadsheet identifying property and debts, estimating value, and identifying who it should be awarded to; an electronic copy of an excel spreadsheet is preferred)
- j) Anything else you want the judge to consider.

### **Preparing Exhibits for Trial**

Please bring exhibits organized in a 3 ring binder. Each separate exhibit will be designated a number.

For Example:

Petitioner's Exhibit Number 1, 2, 3, 4,...100

Respondent's Exhibit Number 200, 201, 202,...300

For Example:

Petitioner's Exhibit 1 – tax returns

Petitioner's Exhibit 2 – pay stubs

Petitioner's Exhibit 3 – daycare expenses

Please separate each exhibit in the binder by using numbered divider tabs (such as the ones students use in school to divide each subject in their binder).

Please index your exhibits as well

It is important that you bring **4** sets of binders with exhibits for the Court (Judge), clerk, opposing party, and yourself.

**JOINT STATEMENT OF EVIDENCE**

You will also need to fill out the Joint Statement of Evidence. Please see below for an example.

The numbering order of the Joint Statement of Evidence does not reflect the numbering of actual exhibits in the exhibit binders.

Instructions to fill out Joint Statement of Evidence:

Under **DESCRIPTION** column, fill out a brief description of the exhibit (ie: tax returns, pay stubs, photograph, etc.)

**Opposing Party:** If you do not object to the exhibit, then mark an “**X**” under the **NO OBJECTION** column. However, if you do object, please fill out under **OBJECTION** column why you object to the exhibit. Use the key notation to assist you which can be found on the second page of the Joint Statement of Evidence.

No.	Description	Party Offering Exhibit	No Objection	Objection
1.	Tax Returns	Petitioner	<b>X</b>	
2.	Paycheck Stubs	Petitioner		
3.	Daycare Receipt	Petitioner		<b>R</b>